



Confidential
Date: 15-June-2023

Mr.Mohit Singh Katewa
F-56, Modi Nagar
Purani Chungi,Ajmer Road
Jaipur(Raj.) Pincode-302019

Dear Mohit

We are immensely pleased to extend an offer for the role of Business Associate - Sales to you.

We request you to please go through the letter meticulously as it would play an important role in understanding the requisites of your employment with Stellarix.

The gross compensation offered to you is **INR 5.0/- LpA** which is segregated into annual compensation **INR 4.5/-LpA** and a retention bonus of **INR 50,000/-** .The break-up of the salary (Annexure I) also forms the part of this letter.

As a necessary part of the employment:

1. There would be a continued service agreement of 24 months inclusive of the probation period (3 months) that has to be signed between the Employee and Stellarix Consultancy Services Pvt Ltd.
2. The compensation details are confidential and it is strictly prohibited to discuss the same amongst the employees of Stellarix Consultancy Services Pvt Ltd. Any violation will lead to immediate termination of services.

As the next step of accepting the offer, please submit the required documents as mentioned in the Annexure II of this letter.

Your successful on-boarding and employment is subject to routine reference and background verifications yielding satisfactory results.

You are requested to accept the offer by the closing hours of Thursday, 15th June ,2023. This offer stands null and void, in the event, we do not receive the acceptance. Stellarix reserves its rights to revoke or extend this offer after its expiry to other suitable prospects.

Your date of joining the organization will be Monday, 03rd July, 2023.

Place of Work: The place of work will be Jaipur, Rajasthan.

Stellarix reserves the rights to transfer, assign employee's services or deploy the employee to client location in India and abroad. In such event the policies of employment will be applicable as per the location.

The offer and said conditions are strictly confidential. The employee is advised to refrain from discussing the same with external and non-involved parties.

If you have any questions, please feel free to contact us.

We look forward to working with you.

Yours sincerely

A handwritten signature in black ink that reads 'Jyotishikha A.' followed by a horizontal line and a small star symbol.

Jyotishikha Asheesh

Senior HR Manager

Stellarix Consultancy Services Pvt Ltd.



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Acceptance Form

I Mohit Singh Katewa , here by, acknowledge that I have understood the terms and conditions as laid down by the offer letter. I agree and confirm my services to the organization by accepting the offer of employment.

Signature: _____

 Mohit Singh Katewa
Name: _____

Date: _____



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Annexure - I

Stellarix Consultancy Services Pvt Ltd.		
Salary Break Up		
<u>Total Cost To Company : INR 5,00,000/- per annum</u>		
Total Cost To Company (TCTC) Break-up	Annually	Monthly
Basic	219720	18310
HRA	109860	9155
Special Allowance	86448	7204
Employer PF Contribution	23400	1950
Gratuity Contribution	10572	881
PART(A)	450000	37500
PART (B)		
Retention Bonus (Disbursed after 12 months of employment)	50000	
Total Cost To Company (PART(A)+PART(B))	500000	



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ANNEXURE II

List of documents to be submitted as a part of the acceptance:

- Residential Proof (Photocopies of Driving License and Passport)
- Communication Address with Proof.
- Aadhar Card
- 3 Passport size photo (Hardcopy on the day of joining).
- PAN Card
- Academic Documents (10th , 12th , Graduation & Post-Graduation Mark-sheets and Degrees)
- Updated Resume
- Relieving Letter, Experience Letter & last three months' Salary slips (If applicable)